



# **Alaska Land Mobile Radio Communications System**

## **Subscriber Acceptance Testing Procedure 400-18**

**Version V6**

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## Document Revision History

<b>Name</b>	<b>Date</b>	<b>Reason for Changes</b>	<b>Version</b>
Shafer, Sherry	10/21/2015	New; approved by the User Council – final.	1
Shafer, Sherry	11/14/2016	Annual review/update. Approved by the Operations Management Office – final.	2
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## **Acronyms and Definitions**

**Alaska Federal Executive Association (AFEA):** federal government entities, agencies and organizations, other than the Department of Defense, that operate on the shared ALMR system infrastructure.

**Alaska Land Mobile Radio (ALMR) Communications System:** the ALMR Communications System, which uses but is separate from the State of Alaska Telecommunications System (SATS), as established in the Cooperative and Mutual Aid Agreement.

**Alaska Municipal League (AML):** a voluntary non-profit organization in Alaska that represents member local governments.

**Alaska Public Safety Communication Services (APSCS):** a State of Alaska (SOA) office in the Department of Military and Veterans Affairs (DMVA) that operates and maintains the SOA Telecommunications System (SATS) supporting ALMR and provides public safety communication services and support to state agencies.

**Department of Defense – Alaska:** Alaskan Command, US Air Force and US Army component services operating under United States Pacific Command and United States Northern Command.

**Department of Military and Veterans Affairs (DMVA):** a State of Alaska (SOA) department where the SOA Telecommunications System (SATS) and ALMR programs reside.

**Executive Council:** governing body made up of three voting members and two associate members representing the original four constituency groups: the State of Alaska, the Department of Defense, Federal Non-DOD agencies (represented by the Alaska Federal Executive Association), and local municipal/government (represented by the Alaska Municipal League and the Municipality of Anchorage).

**Local Governments:** those Alaska political subdivisions defined as municipalities in AS 29.71.800(13).

**Member:** a public safety agency including, but not limited to, a general government agency (local, state or federal), its authorized employees and personnel (paid or volunteer), and its service provider, participating in and using the System under a Membership Agreement.

**Municipality of Anchorage (MOA):** the MOA covers 1,951 square miles with a population of over 300,000. The MOA stretches from Portage, at the southern border, to the Knik River at the northern border, and encompasses the communities



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of Girdwood, Indian, Anchorage, Eagle River, Chugiak/Birchwood and the native village of Eklutna.

**Operations Manager:** represents the User Council interests and makes decisions on issues related to the day-to-day operation of the system and any urgent or emergency system operational or repair decisions. In coordination with the User Council, the Operations Manager establishes policies, procedures, contracts, organizations, and agreements that provide the service levels as defined in the ALMR Service Level Agreement.

**Operations Management Office (OMO):** develops recommendations for policy, procedures, and guidelines; identify technologies and standards; and coordinates intergovernmental resources to facilitate communications interoperability with emphasis on improving public safety and emergency response communications.

**State of Alaska (SOA):** the primary maintainer of the State's microwave system, and shared owner of the System.

**System:** the ALMR Communications System, as established in the Cooperative Agreement, and any and all System Design/System Analysis (SD/SA) and System Design/System Implementation (SD/SI) documents.

**System Management Office (SMO):** the team of specialists responsible for management of maintenance and operations of the System.

**User:** an agency, person, group, organization or other entity which has an existing written Membership Agreement with one of the Parties to the Cooperative and Mutual Aid Agreement. The terms user and member are synonymous and interchangeable.

**User Council:** governing body responsible for recommending all operational and maintenance decisions affecting the System. Under the direction and supervision of the Executive Council, the User Council has the responsibility for management oversight and operations of the System. The User Council oversees the development of System operations plans, procedures and policies under the direction and guidance of the Executive Council.



## **1.0 Purpose**

This document serves as a guideline for the testing, approval, and documentation for testing subscribers (radios) for approval of operation on the Alaska Land Mobile Radio (ALMR) Communications System. The goal is to provide a clear process for subscriber manufacturers to test their equipment against a pre-determined set of standards which have been set out by the User Council regarding “must have” functions within the operating environment.

## **2.0 Roles and Responsibilities**

### **2.1 User Council**

The User Council (UC) shall be responsible for:

- Setting the standards subscribers must meet in order to operate on the System, and periodically reviewing and updating those standards to keep pace with technology advances
- Formal approval of the Subscriber Acceptance Testing Procedure, and any substantial revisions hereafter

### **2.2 Operations Management Office**

The Operations Management Office (OMO) shall be responsible for:

- Assisting the UC in standards development and/or revision
- Encouraging subscriber equipment manufacturers/vendors to submit their P25, narrowband-capable radios for testing
- Having an individual from the OMO present during all Acceptance Test Procedures (ATPs)
- Preparing a subscriber unit ATP form at the end of each radio test indicating the “PASS/FAIL” status of each of the tests performed and the final decision regarding the radio acceptance
- Updating the inspection report format when the ATP criteria is updated
- Posting results of ATPs and information regarding approved subscribers to the ALMR web site

### **2.3 System Management Office**

The System Management Office (SMO) shall be responsible for:

- Testing all submitted P25-compliant subscriber equipment presented by a manufacturer/vendor against the pre-determined ATP criteria set out by the UC

- Providing the manufacturer/vendor, or their representative, the end results of the test
- Providing the manufacturer/vendor, or their representative, a resolution path for failed tests/re-testing
- Scheduling follow-up testing for any manufacturer/vendor to re-test their subscribers in the event they did not pass the first ATP
- Only re-testing subscribers against previously failed tests, rather than conducting an entirely new ATP
- Providing the OMO with any changes of criteria for the ATP where specified tests may no longer be required or where the function of the test is not required to operate on the System
- Providing the OMO with manufacturer's/vendor's specifications for the subscriber radios that pass the ATP to post to the web site

## **2.4 Subscriber Manufacturers**

Subscriber manufacturers producing P25-compliant radios are responsible for:

- Scheduling the test date by contacting the SMO or the OMO
- Ensuring they have all the appropriate ancillary equipment available for the test, on the date scheduled
- Obtaining any necessary information/instructions from the SMO regarding re-testing of their equipment, should it not pass the ATP
- Ensuring they make the necessary adjustments to their equipment before scheduling a re-test
- Providing current copies of brochures or manufacturer/vendor specifications for their equipment, when requested
- Notifying the SMO or OMO if any of their equipment is experiencing severe operational issues on other systems, or if it becomes obsolete

## **3.0 Approval Process**

The ATP process only provides approval for the subscriber to operate on the ALMR System and should not be construed as a certification of the manufacturer/vendor radio.

The SMO is responsible for conducting the ATP and notifying the manufacturer/vendor of the test results.

Once approved to operate on the System, the radios will be listed on the ALMR web site (<http://www.alaskalandmobileradio.org/radios.htm>) "Radios - Mobile, Portable and Aircraft" page, along with the ATP results.



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## **4.0 Compliance**

Compliance with the Subscriber Acceptance Testing Procedure is outlined in ALMR Subscriber Acceptance Testing Policy Memorandum 400-18.